



FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Jed Kelly, Director of Public Works
Date of Meeting:	24 April 2018
Subject:	PW 26-2018 Service Club Sign Structures

PURPOSE

To gain Council's approval to procure the construction and installation of four (4) Service Club Sign structures at Town entry points on James St. and Queen St.

RECOMMENDATION

THAT PW 26-2018 Service Club Sign Structures be received; and

THAT Council approve the construction and installation in the amount of \$27,669.18 to Signs Ontario Ltd.; and

THAT By-Law 43-2018 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

BACKGROUND

In March 2018, By-Law 32 of 2018 was passed by Council which regulates the erection and display of Service Club Signs on Town Service Club Sign structures. The sign structures were included in the 2018 Capital Budget. The next step in the process is to construct and install the structures as per the by-law.

REPORT

Staff would like to proceed with the construction and installation of the Service Club Sign structures. Designs of the proposed structures were presented to the Strategic Priorities Committee on March 20th, and to Council on March 27th.

Section 9.1(b)(vi) of the Procurement By-law allows for Council to approve direct procurement of goods "when a single source is being recommended because it is more cost effective or beneficial to the Town". Staff is requesting to sole source the construction and installation of the four service club signs to Signs Ontario Ltd.. To date the design work has been generously donated by Signs Ontario Ltd.. The company has made this donation because this is a project that benefits service clubs. No costs have been incurred for the design which has undergone several revisions based on feedback.

Given the importance of the service club signs to the community and to the clubs affected, staff are recommending that it is of more benefit to the Town to proceed with Signs Ontario Ltd. because the quality of their workmanship is known. Signs Ontario Ltd. is based in Stratford, and the Town has a long standing history of successful signage projects with the company, most recently being the Town Hall signage. In addition, individual service clubs will be responsible for supplying their logos for each location. The company's close proximity to St. Marys will assist local service clubs in procuring club signs that are compatible with the Town specifications.

Signs Ontario Ltd. has provided the Town a quote inclusive of all four sign structures.

Procurement Information	Details and Results
Proponent:	Signs Ontario Ltd.
Approved Project Budget:	\$24,000.00
Cost Result – Successful Bid (Inclusive of HST):	\$27,669.18
Cost Result – Successful Bid (Inc. Net of HST rebate):	\$24,916.95
Project Over-budget	916.95

SUMMARY

By-Law 32 of 2018 has been passed, the by-law allows for the installation of four (4) Service Club Sign structures at Town points of entry.

Per Section 9.1(b)(vi) of the Procurement By-Law staff are recommending direct procurement of the construction and installation of the signs to Signs Ontario Ltd.. This is viewed as being beneficial to the end product because the company have been actively involved in the design of the structure since last September (costs donated to the Town), is qualified having previously constructed and installed Service Club Signs in surrounding municipalities, and are a locally based vendor of record for the Town.

FINANCIAL IMPLICATIONS

Total projected 2018 construction and installation costs net of the HST are \$24,916.95, leaving a budget shortfall of \$916.95. Although initial pricing was obtained at the start of the process in 2017 the overage can be attributed to increased material cost, specifically sign grade aluminum. Town staff have insisted on aluminum construction to increase longevity and reduce maintenance costs. Historically the Service Club signs were located on the Town entrance signs which were constructed of steel and had to be removed every few years for painting due to rust issues.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

Brett O'Reilly, Corporate Communications and Events Manager

ATTACHMENTS

Attachment A: Service Club Entrance sign – Final Design

Attachment B: Signs Ontario Ltd. Quotation for construction and installation

REVIEWED BY

Recommended by the Department


 Jed Kelly
 Director of Public Works


 Morgan Dykstra
 Public Works Coordinator

Recommended by the CAO


 Brent Kittmer, CAO / Clerk